

NC DIVISION OF MH/DD/SAS
NC CASAWORKS for FAMILIES RESIDENTIAL INITIATIVE
PROGRAM MONITORING
FY 2011/2012

LME:	Date:	
Contract Provider:	County:	
Rating Codes: 0 = No 1 = Yes 9 = NA		Rating
1. There is a signed copy of the Memorandum of Agreement between the NC CASAWORKS for Families Residential Program and the county department of social services in which the program is located.		
2. There is a current list of the NC CASAWORKS for Families Residential Program Project Advisory Group members.		
3. There is evidence of the Advisory Group meeting at least once in the current fiscal Year.		
4. There is evidence that the Substance Abuse Treatment elements of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.		
5. There is evidence that the Job Readiness Training elements of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.		
6. There is evidence that the Case Management elements of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.		
7. There is evidence that the Parenting Skills elements of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.		
8. There is evidence that the Child Mental Health Interventions elements of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.		
9. There is evidence that the Transportation elements of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.		
10. There is evidence that the Child Care elements of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.		
11. There is evidence that the LME contracted with this provider(s) to provide these services		
12. The LME has notified/informed the contract provider of the Block Grant requirements for the services provided.		
COMMENTS:		
REVIEWER:		

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2011/2012
CASAWORKS for Families-Program

Guidelines

[LME's receiving CASAWORKS funding: OPC, Sandhills, ECBH, Mecklenburg, SER, Durham, Wake, Johnston (Sandhills)]

- Question #1** The reviewer will request to see a signed copy of a MOA between the NC CASAWORKS for Families Residential Program and the county department of social services in which the NC CASAWORKS for Families Residential Program is located.
- Question #2** The reviewer will request a copy of the current list of the NC CASAWORKS for Families Residential Program Advisory Group.
- Question #3** The reviewer will request copies of minutes of the Advisory Group meeting and review the minutes to ascertain that the group has met at least once in the current fiscal year. Requirement is for two a year but the fiscal year will not have been concluded prior to the audit.
- Question #4-10** The reviewer will request documentation from the program to show implementation of all key elements of the CASAWORKS for Families Model. Documentation could be found in such documents as:
- program policies and protocols,
 - weekly schedule of activities,
 - program marketing documents,
 - Memoranda of Agreement to provide the specified service.
 - For Question #6, Case Management elements may be included in Community Support, SAIOP or SACOT services.
- Question #11** The reviewer will review the contract between the LME and provider agency.
- Question #12** The reviewer will review evidence that the LME notified/informed the contract provider of the requirements of the SAPT Block Grant.